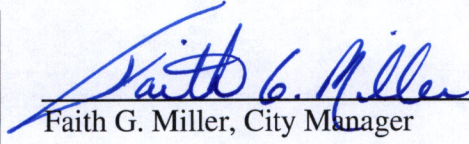


AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 12/13/2010
FROM: Faith G. Miller, City Manager **AGENDA ITEM:** 7 - E
SUBJECT: Request for consideration of approval of revised By-Laws for the William S. Harvey Scholarship Selection Committee.

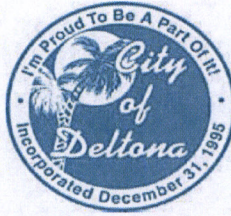
LOCATION:	N/A
BACKGROUND:	<p>The City Commission discussed the need to provide assistance for Deltona students interested in attending college in Florida, and has approved funding from the City's Recycling Fund. The Commission discussed the issue in a work session on October 22, 2007, and outlined a process to include adoption of the program, appointment of a Scholarship Committee, and selection of scholarship recipients. On November 5, 2007, the City Commission approved the creation of a City's Scholarship Program.</p> <p>The Committee has discussed and is making a recommendation to change the Committee's By-Laws as presented (see attached).</p>
ORIGINATING DEPARTMENT:	City Clerk's Office
SOURCE OF FUNDS:	N/A
COST:	N/A
REVIEWED BY:	City Clerk
STAFF RECOMMENDATION PRESENTED BY:	City Clerk Joyce Kent - To approve the William S. Harvey Deltona Scholarship Advisory Board By-Laws as presented.
POTENTIAL MOTION:	"I move to approve the William S. Harvey Deltona Scholarship Advisory Board By-Laws as presented."
AGENDA ITEM	

APPROVED BY:


Faith G. Miller, City Manager

ATTACHMENTS:

- Revised By-Laws



William S. Harvey Deltona Scholarship Selection Committee Advisory Board **By-Laws**

Article I. Purpose:

Section 1. The City of Deltona Scholarship ~~Selection Committee~~ Advisory Board was created by the approval and adoption Agenda Item 10-C and became effective February 18, 2008 by the City Commission. The responsibility of the Scholarship ~~Selection Committee~~ Advisory Board is to use the skills, knowledge and experience of its members to provide community input and advice to the City Commission by recommending scholarship awards to the City Commission.

Section 2. Mission. The Committee Advisory Board serves **only** in an advisory capacity to make recommendations to the City Commission regarding reviewing scholarship applications and recommending awards recipients to the City Commission. Duties of the Committee Advisory Board include but are not limited to:

- drafting a scholarship application to coincide with the City Commission's direction,
- create measures to rank applicants in a fair and unbiased manner, and;
- all other items which may be or have been suggested by the City Commission.

In this advisory capacity, the Committee Advisory Board will provide information and recommended award recipients for approval ~~from by~~ the City Commission. The Committee Advisory Board will, once a year, invite award recipients to attend a regular City Commission meeting to be informed of the award of the scholarship.

Article II. Staff Liaison:

Section 1. ~~An employee appointed by the City Manager~~ The Assistant to the City Manager shall serve as the Staff Liaison to the Advisory Board. In the event, the ~~Assistant to the City Manager~~ Staff Liaison is unavailable, an appointed Temporary Staff Liaison designee, will assume responsibilities of Staff Liaison for the period of the ~~Assistant's~~ Staff Liaison's absence.

Article III. Membership:

Section 1. (a) The William S. Harvey Deltona Scholarship Selection Committee Advisory Board shall have seven (7) voting members who shall serve without compensation. Each appointing member of the City Commission shall

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appoint one of the voting members, and to the extent possible, the appointments shall have the broadest representation from people involved with or interested in the various and diverse aspects of facilitating the education of Deltona's residents, and having backgrounds, experience, and talents that would be beneficial to the City and community. All members of the Committee Advisory Board shall be residents of the City of Deltona.

(b) The voting members of the Committee Advisory Board shall serve three-year terms.

(c) If a voting member position becomes vacant before the end of the term, the City Commission Member who originally made that appointment shall appoint a new member to fill that vacancy for the duration of the unexpired term.

Section 2. All applicants to be considered for appointment to the Scholarship ~~Selection Committee~~ Advisory Board shall complete a City of Deltona Board/Committee application form, which will be kept on file by the City Clerk.

Section 3. Committee Advisory Board member term shall expires:

	<u>Term</u>		
Mayor's <u>Representative</u>	2-18-2008	thru	<u>2-04 6-30-2011</u>
District 1 <u>Representative</u>	2-04-2008	thru	<u>2-04 6-30-2011</u>
District 2 <u>Representative</u>	2-04-2008	thru	<u>2-04 6-30-2011</u>
District 3 <u>Representative</u>	2-04-2008	thru	<u>2-04 6-30-2011</u>
District 4 <u>Representative</u>	2-04-2008	thru	<u>2-04 6-30-2011</u>
District 5 <u>Representative</u>	2-18-2008	thru	<u>2-04 6-30-2011</u>
District 6 <u>Representative</u>	2-04-2008	thru	<u>2-04 6-30-2011</u>

If the appointee is fulfilling an unexpired term, their term shall terminate on the same day of the replaced Committee Advisory Board member's term.

Section 4. Each member shall serve his or her term without compensation.

Section 5. Upon appointment to the William S. Harvey Deltona Scholarship ~~Selection Committee~~ Advisory Board, each member shall receive a copy of the City Commission Agenda Item that created the William S. Harvey Deltona Scholarship ~~Selection Committee~~ Advisory Board, a list of Committee Advisory Board members, a copy of the William S. Harvey Deltona Scholarship ~~Selection Committee~~ Advisory Board By-Laws, the Florida Sunshine Law, Introduction to Parliamentary Procedures, and other relevant information needed to assist Committee Advisory Board members.

Section 6. Any vacancy occurring during the term of an Advisory Board ~~Scholarship Selection Committee~~ member shall be filled or replaced by appointment by their respective appointing member of the City Commission for the remainder of the vacancy term.

Article IV. Attendance:

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Section 1. Members' office may be declared vacant by reason of death, resignation, mental or physical incapacity, absenteeism, as prescribed hereafter, or for conduct bringing discredit to the City of Deltona or the Advisory Board Scholarship Selection Committee.

Section 2. So that the Committee Advisory Board may responsibly carry out its duties, all members should make every effort to attend all meetings. If there are a member has three (3) unexcused absences by any Advisory Board member, the Committee Advisory Board shall terminate the individual's membership and ask the Staff Liaison to Assistant to the City Manager inform the appointing member of the City Commission and the City Clerk of the termination. The City Clerk will advertise, via City TV, digital signs, City web page and postings, for Deltona residents interested in serving on the Advisory Board. Residents will submit applications to be reviewed by the appointing member of the City Commission. When a selection is made, the appointment will be placed on the next Commission Agenda. to have the appointing Commissioner/Commission appoint a new member to the Committee.

Section 3. Absences may be excused by notifying the Chairperson, or the Assistant to the City Manager Staff Liaison or his/her designee, of the circumstances prior to the meeting.

Article V. Officers and Duties:

Section 1. The members of the Scholarship Selection Committee Advisory Board shall elect a Chairperson and a Vice-Chairperson at the first regular meeting of the Committee Advisory Board. After the first year, the Committee Advisory Board shall elect new officers each February October to serve for a period of one (1) year. If a Chairperson and a Vice-Chairperson position become vacant for any reason, a replacement shall be elected by a majority of the full Committee Advisory Board at their next regularly scheduled Committee Advisory Board meeting.

Section 2. The duties and powers of the officers of the William S. Harvey Deltona Scholarship Advisory Board Selection Committee shall be as follows:

a. Chairperson

- Preside over all meetings of the Committee Advisory Board
- Call special meetings of the Committee Advisory Board in accordance with the By-Laws
- Sign documents of the Committee Advisory Board
- See that all actions of the Committee Advisory Board are properly taken
- Act as spokesperson for the Committee Advisory Board regarding media contacts

b. Vice Chairperson

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- During absence, disability, or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all of the duties and be subject to all of the duties of the Chairperson.

Section 3. All requests and communication shall be channeled through the ~~Assistant to the City Manager Staff Liaison~~ or designee. Members of the ~~Committee~~ Advisory Board may not at any time represent themselves or mislead anyone that they are an employee of the City of Deltona.

Section 4. If both the Chairperson and Vice-Chairperson are absent, the remaining members, if a quorum is present, shall elect a ~~temporary~~ Temporary Chair-presiding-officer person.

Section 5. The ~~Assistant to the City Manager Staff Liaison~~, or a designee, shall be responsible for preparing written minutes of all meetings and notices of such meetings in accordance with the Advisory Board Scholarship Selection Committee Meeting Agenda Procedure as approved by the City Clerk. The ~~Assistant to the City Manager Staff Liaison~~, or designee, will be responsible for all public notifications and all press releases through the Office of the City Clerk.

Article VI. Quorum:

Section 1. To conduct any business, a quorum must be present. There must be at least four (4) voting members present to constitute a quorum.

Section 2. There must be an affirmative vote of a majority of voting members present in order for any action to be taken by the ~~Committee~~ Advisory Board.

Article VII. Meetings:

Section 1. Meetings of the Deltona Scholarship ~~Selection Committee~~ Advisory Board will be held as needed, generally twice per month during a two to three month period to coincide with the school calendar. Meetings will be conducted at a location to be determined by the ~~Assistant to the City Manager Staff Liaison~~, or designee.

Section 2. All meetings of the ~~Committee~~ Advisory Board or any two members thereof, are declared to be a public meetings and open to the public at all times, and may not be held unless due notice to the City and the public is given as required by Florida's Government-in-the-Sunshine Laws.

Section 3. If the Chairperson determines, under extenuating circumstances, that a ~~s~~Special ~~m~~Meeting of the ~~Committee~~ Advisory Board is needed, he/she will provide a minimum of 72 hours notice to the ~~Assistant to the City Manager Staff Liaison~~ who shall provide due public notice of the ~~s~~Special ~~m~~Meeting.

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Section 4. The ~~Committee~~Advisory Board may not take any action that will commit the expenditure of public funds or the use of City equipment or personnel.

Article VIII. Order of Business:

Section 1. At all regular ~~Scholarship Selection Committee~~Advisory Board meetings, the following shall be the general order of business:

- 1) Call to order by the Chairperson
- 2) Roll call
- 3) Determination of Quorum
- 4) Approval of minutes
- 5) Old business
- 6) New business
- 7) Public participation (4 minutes time limit per speaker)
- 8) Member comments
- 9) Adjournment

Section 2. If necessary, a time limit shall be given for which citizens may address the ~~Committee~~Advisory Board.

Section 3. In order to provide an opportunity for discussion of problems and business before the ~~Committee~~Advisory Board prior to a motion, it shall be the duty of the Chairperson to state the matter of business to the ~~Committee~~Advisory Board and to provide a period of discussion of the facts relevant to the problem prior to entertaining a motion. After a motion is made and seconded, the Chairperson shall allow additional discussion by the ~~Committee~~Advisory Board members. Any member may call for a vote if additional discussion becomes repetitive or irrelevant to the motion.

Article IX. Minutes:

Section 1. The minutes of each meeting shall be properly recorded and open for public inspection after approval by the ~~Scholarship Selection Committee~~Advisory Board, with the original signed minutes kept in the City Clerk's office.

Article X. Voting:

Section 1. Any matter or item for discussion may be brought to a vote at any time using the proper Robert's Rules of Order procedures.

Section 2. Any member of the ~~Committee~~Advisory Board having a personal or financial interest in any matter shall disclose such interest to the ~~Committee~~Advisory Board and shall complete and file with the City Clerk such Memorandum of Voting Conflict as required by law. No member present shall abstain from voting on any matter except as provided by Florida Statutes.

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Section 3. Any member of the ~~Committee~~ Advisory Board shall not appropriate any scholarship funds to a family member and must abstain from voting on a matter relating to a family member.

Article XI. By-Laws:

Section 1. The City Commission has final approval of all By-Laws or By-Law changes as recommended by the City Staff or the William S. Harvey Deltona Scholarship ~~Selection Committee~~ Advisory Board.

Section 2. Motions to amend or add to the By-Laws shall be made in writing to the ~~Assistant to the City Manager~~ Staff Liaison. Voting on such motions shall be considered at the next regular meeting of the ~~Committee~~ Advisory Board.

Section 3. All motions shall be approved by a majority of the members present.

Article XII. Sunset Provision:

Section 1. The William S. Harvey Deltona Scholarship ~~Selection Committee~~ Advisory Board shall be disbanded upon the determination by the Deltona City Commission that the ~~Committee~~ Advisory Board has served its purpose and is no longer needed for recommendations on scholarship funding.